

# **RAGBRAI® VENDOR BOOTH INFORMATION & GUIDELINES**

**Van Meter, Iowa – July 23<sup>rd</sup>, 2013**

Thank you for expressing interest in being a vendor for RAGBRAI. This letter is designed to answer some of your questions and assist you in filling out the application. We are very excited about RAGBRAI coming to Van Meter July, 23<sup>rd</sup>. We are expecting over 15,000 riders to visit our town that day. This is not a small job and we need the help of many organizations and businesses. We want every organization and business to be successful, which will in turn make RAGBRAI a success for the entire community.

**FEES:** There will be a \$300 vendor fee for all vendors and a \$100 downtown location fee. If you want electricity, there will be an added \$50 fee.

**APPLICATIONS AND PROOF OF LIABILITY INSURANCE WITH \$300,000 COVERAGE IS DUE BY JUNE 17TH, 2013. YOUR APPLICATION WILL NOT BE PROCESSED UNLESS THE VENDOR APPLICATION FORM IS COMPLETELY FILLED OUT, THE VENDOR FEE IS ENCLOSED AND A COPY OF YOUR PROOF OF LIABILITY INSURANCE COVERAGE IS ENCLOSED.**

Checks should be made payable to: VAN METER CITY HALL – PO BOX 160 – VAN METER, IA 50261

With the payment of this fee and once approved, vendors will receive a space up to 10' by 20', advertising at our information booth as the riders enter town and posted in the vending area. If a larger space is needed, please contact us for pricing.

**APPROVAL:** The Van Meter RAGBRAI committee will approve all permits and have sole discretion to decline to issue a permit for any reason, provided, however, that no applicant for a permit shall be denied based upon the race, creed, color, sex, age, sexual orientation or country of origin of the applicant.

**CITY ORDINANCES:** During RAGBRAI, all city ordinances will be in effect. A vendor who sets up a stand without attaining the proper permit will be considered a nuisance and emergency abatement procedures will be in effect to dismantle and remove such nuisance. If you have any questions please contact the RAGBRAI committee through the [vanmeteria.gov](http://vanmeteria.gov) website.

**LOCATIONS:** Most vendors will be set up downtown on Grant Street where our official RAGBRAI route will run through. Downtown will feature a live band, other local entertainment, KYBO's, bike parking and the RAGBRAI bike repair shop. We will also be staging some vending at the American Legion's new Veteran's Reception Center which will also have a live band, beer garden and KYBOs. Other parts of town must be approved by the Van Meter RAGBRAI committee. We appreciate that location is an important part of success and will work diligently on making all location decisions carefully. The vending committee will provide each vendor with a location map prior to July 23.

**SET-UP TIME/CLOSE DOWN TIME:** Vendors are **REQUIRED** to be set up by 7:30am on July 23<sup>rd</sup>, 2013. We expect riders to start arriving as early as 7:30 – 8:00 am with large numbers of riders arriving between 10am and 4pm. RAGBRAI and the City of Van Meter request that all vendors and businesses serving the bike riders stop serving in Van Meter at 4pm. This will help get the bicyclists moving on in order to arrive at the overnight stop by 6pm. RAGBRAI officials pull all their staff off the routes at 6pm.

**PRICING:** It will be up to each vendor to set their own prices. Our committee will be happy to assist you in making recommendations on prices. The RAGBRAI officials recommend that two prices be offered for main items or a meal – one for registered RAGBRAI participants (all registered riders and support personnel will have a wristband) and anyone wearing an official Van Meter RAGBRAI t-shirt, and another price for all others. (For example, if your meal will be \$7.00, make this your wristband/t-shirt price and charge \$8.00 for others.) To assure that prices are fair and reasonable, we ask that these be listed on your application.

**FOODSAFETY:** Food safety is very important. The Dallas County Health and Inspections Division will inspect all food vendors on or before July 23, 2013. The Health and Inspections Division will be monitoring all food vendors. If they find a group or organization set up selling food that has not met the requirements, they will shut the group down immediately.

**SALES TAX:** Vendors may be required to have a Temporary Iowa Sales Tax Permit. If you are unsure if you need a permit, contact the Iowa Department of Revenue and Finance at 515-281-3114.